



## DEPARTMENT OF FORESTRY AND FIRE PROTECTION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF FORESTRY AND FIRE PROTECTION	<b>RELEASE DATE:</b>	Wednesday, March 10, 2010
<b>POSITION TITLE:</b>	Assistant Region Chief (Statewide)	<b>FINAL FILING DATE:</b>	Tuesday, March 23, 2010
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$10,581.00 - \$10,581.00 / Month	<b>BULLETIN ID:</b>	02082010_8

### POSITION DESCRIPTION

The Assistant Region Chief, under the direction of the Region Chief, has joint responsibility with the Chiefs of the Northern/Southern Operations for providing oversight to region staff and the (9 -12) subordinate units. The incumbent is responsible for developing and implementing new policies; evaluating existing policies; and ensuring the consistent application of policies related to the major functions of the areas of responsibility including fire protection, forest, range, watershed, and other Department of Forestry and Fire Protection (CAL FIRE) programs. The incumbent advises the Chief and headquarters' executive staff of the affect proposed program policies, as initiated by others, have on their areas of responsibility.

This position qualifies for a recruitment and retention bonus of \$1,550.00 per month to competitors who are currently receiving this bonus.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

#### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

### **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and

control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

In addition to evaluating each candidate's relative ability, as demonstrated by the quality of breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- \*Demonstrated experience which has included broad administrative or program manager capabilities, with substantial participation in the formulation, operation, and/or evaluation of program policies.
- \*Demonstrated experience in directing, developing, and implementing region-wide operating procedures, and management techniques impacting the region.
- \*Demonstrated in-depth administrative experience in areas related to fire protection, forest, range, and watershed, and forest resource management programs. (Qualifying experience in CAL FIRE is the type of administrative and program experience typically acquired at the Assistant Chief level or above.)
- \*Demonstrated experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff.
- \*Demonstrated ability to communicate and represent CAL FIRE before local boards of supervisors, county executive officers, fire commissioners, other state and federal governmental officials, members of the Legislature, special interest groups, and local constituents concerning the scope of the region's fire protection program.
- \*Thorough knowledge of the full range of complex issues related to region programs and the ability to advise the Region Chief and headquarters executive staff regarding these issues.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Region Chief (Statewide)**, with the **DEPARTMENT OF FORESTRY AND FIRE PROTECTION**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process will consist of an application, resume, and Statement of Qualifications screening committee. All interested applicants must file an "Examination and/or Employment Application (Std. 678), a resume, and a Statement of Qualifications. All applications/resumes must include "to" and "from" dates (month/day/year). The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the Knowledge and Abilities and the Desirable Qualifications. Based on the competitiveness of the group, the most qualified candidates may be scheduled for an interview as part of the

examination process. Hiring interviews may be held for the top candidates as determined via this examination process.

Your signature on your application signifies that the information provided in your application, resume, and Statement of Qualifications is true and factual, and that any false, incomplete, or inaccurate statements may result in disqualification from the examination process.

## **FILING INSTRUCTIONS**

Interested applicants are required to submit:

\*An "Examination and/or Employment Application" (Std. 678) that clearly addresses your experience and job titles, names and addresses of employers, and periods of employment.

\*A resume.

\*A "Statement of Qualifications" with specific information and examples of how your background meets the Knowledge and Abilities and the Desirable Qualifications. Further, this Statement of Qualifications must discuss your ability to perform the duties of this position. Statements must be prepared in narrative format typed to facilitate easy reading, and not exceed two pages in length with a font no smaller than 10 pitches. Resumes do not take the place of the Statement of Qualifications.

Applicants must file their application, resume, and Statement of Qualifications with the California Department of Forestry and Fire Protection (CAL FIRE) either in person at 1300 "U" Street, Sacramento, California, or mail to P.O. Box 944246, Sacramento, California 94244-2460, Attention: Rosalie Turbeville, Examination Unit.

ALL APPLICATION MATERIALS MUST BE RECEIVED IN OUR OFFICE AT 1300 U STREET, SACRAMENTO, NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE OF MARCH 23, 2010 TO BE CONSIDERED. APPLICATION PACKAGES WILL NOT BE ACCEPTED VIA INTEROFFICE MAIL. POSTMARKS WITH THE FINAL FILING DATE WILL NOT BE ACCEPTED UNLESS RECEIVED IN OUR OFFICE AT 1300 U STREET, SACRAMENTO, BY 5:00 P.M. ON THE FINAL FILING DATE. APPLICATIONS RECEIVED IN OUR OFFICE AT 1300 U STREET, SACRAMENTO, AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED. FACSIMILE OR ELECTRONIC (EMAIL) APPLICATION PACKAGES WILL NOT BE ACCEPTED. APPLICATIONS RECEIVED WITHOUT THE REQUIRED RESUME AND STATEMENT OF QUALIFICATIONS WILL NOT BE ACCEPTED.

If you are a U.S. military veteran, attach a legible copy of your Certificate of Release or Discharge from Active Duty (DD214) or other official discharge documents, showing your enlistment and discharge dates, branch of service, and character of service (i.e., Type of Discharge).

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length and the font should not be smaller than 10 pitches.
- Resumes do not take the place of the Statement of Qualifications.
- A resume.

**Applications must be submitted by the final filing date to:**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION, Human Resources - Exam Unit  
P.O. Box 944246, Sacramento, CA 94244-2460  
Rosalie Turbeville | (916) 445-7909 | [rosalie.turbeville@fire.ca.gov](mailto:rosalie.turbeville@fire.ca.gov)

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF FORESTRY AND FIRE PROTECTION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>